



Spring 2017
Jan 17th to April 28th, 2017

HRM Program

Payment, Late Fee and Refund Policy

Program Fees for AY 2016-17: \$825 per credit or \$2,475 per 3-credit course

Spring Payment Plan will be available when your fee bill is available, for questions please contact Office of the Bursar at 860-486-4830 or bursar@uconn.edu

Important Dates

- | | | |
|--------------------------|---|---|
| January 13, 2017 | - | Payment due |
| | - | Third Party documents due |
| January 17, 2017 | - | First day of semester |
| January 30, 2017: | - | Last day to Add/Drop courses in Student Admin System without a penalty. |
| | - | Courses dropped after this date will have a "W" for withdrawal recorded on the academic record. |
| | - | More information in the Refund Policy section. |

- Note:**
- 1. Payment for Flex Courses are due on January 13, 2017.**
 - 2. If you enroll in any courses after the due date, payments will be due within 72 hours (3 days).**

Payment Option

The University of Connecticut offers a variety of payment options. Please visit the Office of the Bursar [Payment website](#) for more information.

Please Note: The HRM office does not accept any payments.

Third Party Invoicing/Direct Billing

If a student is expecting their fee bill to be paid **directly** to UConn by a third party (i.e. employer, sponsor, state agency, etc.), the student must submit a third party financial guarantee letter, on company letterhead, to Bursar office **by the payment due date**.

You can submit a .pdf at bursar@uconn.edu

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Upon receipt of such document, a deferral will be placed on your account based on the value and terms listed on the financial guarantee for that particular semester. Any remaining balance due on the account will be the financial responsibility of the student and must be paid by the published due dates. Failure to pay any remaining balance after the deferral and/or failure to submit a financial guarantee by the fee bill due date may result in accrual of late fee and a financial hold being placed on the student's account.

In the event, the third party does not submit full or any portion of the payment, the balance due will be the sole financial responsibility of the student.

Company Tuition Reimbursement

If you get reimbursed by your employer, it is your responsibility to pay by the published due dates. We cannot defer your account until you are paid from your employer. Any non-payments will accrue late fee.

If required, our office can assist you in getting an Itemized Grade Letter Invoice from the Registrar's office for submission to your employer. Grade Letter Invoice can be requested by emailing us at HRM@business.uconn.edu from **your UConn email address** and a staff member will assist you with the process. It takes 2-3 weeks for the whole process, so please be proactive with your requests.

Financial Aid

For Financial Aid information please visit <http://www.financialaid.uconn.edu/>

Please note: Non-matriculated students are not eligible for financial aid.

Veterans

To check your eligibility for Veteran's Tuition Waivers and/or benefits please contact Rob Passmore at (860)486-1973 or email veterans@uconn.edu.

Please Note: If you are Non-Degree student, please specify that to your Veteran Officer. This may impact your eligibility for benefits.

UConn Employees

Please visit <http://hr.uconn.edu/tuition-benefits/> to complete your tuition waiver application and email HRM@business.uconn.edu to let us know that you have completed this requirement. If the waiver is processed on time, the balance on your account is due by the published due dates. If you expect any delays in processing, please inform us by the first day of the semester or else you might accrue a late fee.

If you are UConn Health employee, please contact Carrie Berlepsch at 860-679-1632 or berlepsch@uchc.edu

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Late Fee Policy

Any payments, direct billing documents or UConn employee waiver notices received after January 13 will be considered **LATE** and subject to late fees in the amount of \$6 per day to the max of \$60 for the semester. **The payment deadline for spring 2017 is January 13, 2017.**

If you have questions concerning any fees posted to your account, please email HRM@business.uconn.edu

Refund Policy

For Dropping a Course

Before add/drop date: If you drop a course prior to January 30, 2017, your fees will adjust accordingly and you *may* be eligible for a refund. To check your eligibility, please email HRM@business.uconn.edu

After add/drop date: NO REFUNDS WILL BE ISSUED IF YOU DECIDE TO DROP A COURSE AFTER JANUARY 30, 2017. YOU WILL BE CHARGED THE FULL COURSE FEES. Courses dropped after add/drop date will have a **W** for withdrawal recorded on the academic record. **This includes courses that begin mid-semester (Flex Courses).**

*** Please note that dropping courses may adjust your financial aid package as well.**

For Withdrawal from the program

In order to be eligible for a refund or cancellation of charges a student must officially drop **ALL** courses currently being taken and officially withdraw from the program. When a class drop notice is received prior to the first day of a semester, a full refund (less nonrefundable fees) will be made if the fees have been paid in full. Thereafter, refunds or cancellations of refundable charges will be made according to the following schedule:

1st week *- 90%

2nd week *- 60%

3rd and 4th week* - 50%

5th week through 8th week *- 25%

**Calendar weeks run Monday through Sunday. Regardless of the day of the week that the semester begins, the following Sunday ends the first calendar week.*

*** All graduate students who wish to withdraw from the University for any reason must contact the HRM program manager, Moira Rosek for acknowledgement of their withdrawal. No refunds are made unless this procedure is followed.**



Semester Openings

At the start of a semester, refund checks for excess financial aid are created on the first day of classes provided your financial aid and loans have disbursed to your account. All regional campus refunds are mailed to the address on file unless the student has signed up for direct deposit.

We highly encourage our students to sign up for Direct Deposit by logging into your [Student Administration account](#). Once you're logged in, click on "Enroll or Edit Direct Deposit Information" under the Finances section of the Student Center.

All Direct Deposit account information will be deleted from the Student Administration System approximately 6 months after graduation or withdrawing from the University. You can also delete your Direct Deposit information by logging into the Student Administration System.

ALL NON-DEGREE STUDENTS PLEASE REFER TO THE EMAIL SENT BY THE PMBA PROGRAM OFFICE.